

State of Hawaii
Department of Human Services
Social Services Division

Addendum No. 1

April 8, 2016

to

Request for Proposals (RFP)

SSD-16-POS-3090

**TEEN DATING VIOLENCE PREVENTION
AND INTERVENTION SERVICES**

STATEWIDE

RFP Posting Date: March 13, 2016

REVISED

RFP Proposal Submission Deadline:

April 18, 2016, 4:30 p.m.

Hawaii Standard Time

ADDENDUM NO. 1

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REQUEST FOR PROPOSALS (RFP)

SSD-16-POS-3090

TEEN DATING VIOLENCE PREVENTION AND INTERVENTION SERVICES

The Department of Human Services, Social Services Division, Child Welfare Services Branch is issuing this Addendum to add additional information and correct/revise the RFP as detailed below.

If you have any questions please contact:

Kenwyn Kaahaaina, POS Specialist

(808) 586-5706

kkaahaaina@dhs.hawaii.gov

RFP Corrections, Revisions, and Comments

- 1. The RFP Proposal Submission Deadline (see the Addendum #1 Cover Sheet) was extended until April 18, 2016. This extension amends the Proposal Submission Information Sheet and 1.1, Section 1 of this RFP.**
- 2. Section 2.3, A., 3. Specific qualifications or requirements including, but not limited to, licensure or accreditation (Page 2-4)**

The following language was added to this section. The current 3., 4., 5., and 6. were re-numbered to 4., 5., 6., and 7.:

- 3. The Provider may be required to become involved in Family Court activities if a member of the Provider's staff receives a subpoena or a court order from the Court to attend a Court hearing and/or provide information to the Court. Subpoenaed and court-ordered staff are required to attend the Court hearing and/or provide the requested information. Subpoenaed and court-ordered staff shall cooperate with the DHS and the Department of the Attorney General (DAG) regarding the Court hearing and/or the provision of the requested information, including assisting the DAG in preparation for their appearance at the Court hearing.**

- a. Court involvement may include, but is not limited to, providing testimony in Court, attending Court hearings, and submission of reports to the Court. Court hearings may pertain, but are not limited, to those involving Temporary Restraining Orders (TROs), Juvenile Court, and paternity, child custody, and divorce matters.
- b. Subpoenaed and court-ordered staff may be required to testify as a qualified child abuse and neglect expert in their respective area of service provision.
- c. Testimony shall be based on the observations and assessments made during the staff's service provision.
- d. The DHS may require the use of a specified format on which to provide requested information to the Court and/or identify specific information that shall be included in reports to the Court. Provision of requested information to the Court may include providing staff resumes, if requested.
- e. Non-subpoenaed or court-ordered staff may accompany a family to Court to provide support if requested by the family. Non-subpoenaed or court-ordered staff may be allowed to be present in the courtroom if deemed appropriate by the Court.

3. Section 2.4, C., 7., b., 1) Reporting requirements for program and fiscal data (Page 2-14)

The second and third sentences were revised and a fourth sentence was added as follows:

The Provider shall summarize its annual projected program and personnel expenditures in the Budget, and report the actual expenditures of contract funds, during the reporting period for which an invoice will be submitted, in the Expenditure Report. The Budget and the Expenditure Report shall also list other sources of funding used for the contract and their amounts as well as document all staff and contracted personnel that work under the contract. Expenditures documented in the Report shall be subject to review by the DHS, such as a review of all applicable receipts, to verify the amounts and the appropriateness of the reported expenditures.

4. 2.4, C., 8. Output and performance and outcome measurements (Page 2-14) and Performance Measurement Forms A, B, and C (Pages 2-18 – 2-22)

The Performance Measurement Forms A, B, and C referred to in this paragraph and included at the end of Section 2 of this RFP have been added as a separate attachment to this Addendum #1 so that the Applicant may complete them easily.